

PARK(ING) DAY PERMITTING GUIDELINES

PARK(ing) Day occurs on the third Friday of September nationwide. The following guidelines pertain to the Seattle Department of Transportation (SDOT) permitting requirements and guidelines for this event.

Street Use Permit:

A SDOT Street Use permit is required for use of the right-of-way. One Street Use permit for the whole project may be issued only if the authorized coordinating group is the permittee and project coordinator (ex. Feet First, Trust for Public Land). The Street Use permit application must be submitted at least one month prior to the event start date in order to review all the site plans for the project.

Street Use Permit Application Requirements:

1. Signed Street Use permit application
2. \$172 Field Review Fee
3. Insurance documentation. City of Seattle Insurance Requirements is provided in Client Assistance Memo (CAM) 2102:
<http://www.seattle.gov/transportation/cams/cam2102.pdf>
4. Site plan for each location including:
 - a. Location description of parking space(s).
 - b. Identify items to be placed in or activity to occur in parking space(s).
 - c. Height dimensions of items and setback dimensions from curb.
 - d. Identify Traffic Control barrier placement (see Attachment A – Park(ing) Day Standard Plan requirements).

Once approved, the permit fee is \$146 for the project. By signing the permit at issuance, the permittee agrees to be responsible for ensuring that all permit conditions are met and maintained during the event and the site is restored to an original or better condition after the event.

Individual entities may apply for this type of permit, if they are operating outside of the authorized coordinating group. Individual entities will need to conform to all the Street Use permit application requirements.

If complaints are received and/or a St. Use inspector is required to inspect a site, an additional inspection fee will be assessed to the permittee. Inspection time is charged at \$172 per hour.

SDOT TRAFFIC PARKING SPACE RESERVATION

Parking Space Reservation with a Meter or Pay Station:

The project coordinator must coordinate and obtain parking space numbers found either on the heads of meters, or on round metal plates bolted to the sidewalk and arrange for 'No Parking' easels. Details on renting these easels are included in the section below.

Parking Space Reservation without a Meter or Pay Station:

1. Arrange for "No Parking" easels.

The "No Parking" easels are required to reserve parking spaces.

You may contact a Traffic Control company to arrange for "No Parking" easels for the date(s) requested. The Traffic Control vendor will charge a fee for their service of providing you with "No Parking" easels.

A list of Traffic Control Vendors is provided in Client Assistance Memo (CAM) 2112-Traffic Control Vendors:

<http://www.seattle.gov/transportation/cams/CAM2112.pdf>

2. Verify "No Parking" Easels.

You must verify that the "No-Parking" easels are in place at least 72 hours in advance of the date(s) for which you requested and that the times and dates of the are clearly written on the easels. Submit the online verification form at least 72 hours in advance of the start of the Temporary No Parking Zone. The online verification is found at:

<http://www.seattle.gov/transportation/parking/tempnoparking.htm>

The online Notification of Temporary No Parking Zone form should be filled out and submitted 72 hours prior to the beginning of the desired restriction and enforcement. This gives ample opportunity for vehicle owners to move their vehicles prior to the start date for the zone. Additional information can be found under the Client Assistance Memo (CAM) 2114-Temporary No Parking Signs and Easels at: http://www.seattle.gov/transportation/stuse_docs.htm

The permittee must notify adjacent businesses or property owners of the planned Park(ing) Day Event and parking space reservation.

Use Guidelines:

Locations:

- **Arterial** streets require a minimum of two adjacent parking spaces to be used.
- **Non-Arterial** streets can utilize one parking space.

The first two and last two parking spaces on a block face would not be allowed for use.

Traffic Control Barrier:

A traffic control barrier is required to delineate the traffic lane and adjacent parking space(s) from the approved event parking space. The barrier should consist of 36" tall orange traffic

cones. The number of cones required is based on the number of adjacent parking spaces utilized.

One standard parking space requires a minimum of five cones delineating the space.

Two adjacent parking spaces require a minimum of seven cones delineating the spaces.

See Attachment A – PARK(ing) Day Standard Plan

Mobility Impacts and Peak Hour Restrictions:

The PARK(ing) Day Special Activity can only occur during the hours of 9AM to 3PM. The approved parking space(s) cannot be in use during peak hour restrictions on arterial streets. All loading and un-loading activity must occur **outside** of these peak hour restrictions:

Monday – Friday, 6 AM - 9 AM and 3 PM - 7 PM

Loading and un-loading activity must not impede pedestrian or vehicle mobility. The pedestrian walkway must be kept clear and the public is to be protected at all times. Activities should not pose a distraction to motorists.

Setbacks and Height Requirements: *See Attachment A – PARK(ing) Day Standard Plan*

- 3' height restriction adjacent to traffic lane
- Anything taller than 3' must be kept within 4' from curb
- Everything must be kept within footprint of parking space(s)

Allowable Activity

The following items or activities are allowed: *See Attachment A for height and setback requirements*

- Sod material(over tarp) and potted plants
- Park-like activities
- Tables, chairs or benches
- Arts and crafts, games, or other cultural activities
- Art displays or easels
- Rugs, carpet, blankets or other similar surface material
- Freestanding umbrellas adjacent to curb
- Informative signage or displays

Restricted Activity (this is not an exhaustive list)

The following items or activities are prohibited:

- Banners
- Sidewalk storage or overflow of activities onto sidewalk area
- Chairs or sitting on sidewalk
- Charcoal BBQs (must obtain Fire Marshall Permit for use of propane)
- Canopies or free-standing tents
- Vending or merchandise display

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- Amplified sound
- Loose or uncovered material (like sand or gravel)
- Balloons, flashing lights, or other similar objects that may pose a distraction to motorists.